

Services Report - Safe Haven: Newborn Relinquishment

For additional information related to the Safe Haven legislation and further guidance on accepting reports and custody of relinquished newborns, please reference the following webpage:

<https://dcf.wisconsin.gov/cps/safehaven>

1. When a report regarding a relinquished newborn is received, first confirm that there is no concern of maltreatment to the newborn. If there is no concern of maltreatment, create a Services Report. Click on the Access Report tab and select the 'Create services report' hyperlink. This will open the Access Report page.
 - If there is concern of maltreatment, follow the process for accepting a CPS report according to the *Child Protective Services Access and Initial Assessment Standards*.



2. Enter the 'Date and Time Report was Received' in the Access Information group box at the top of the page. The date and time will pre-fill into the Services Report template.
3. On the Narrative tab, enter narrative text for each section, as applicable. The first narrative field on the tab is required.



4. On the Services tab, select 'Child Welfare' as the Service Report Type. Once the Service Report Type has been selected, the Specific Services Requested group box will display a list of items to select. Select 'Relinq Infnt/Reclaiming of Relinq Infnt' as the Specific Services Requested.

Access Report - Internet Explorer

eWiSACWIS TM Print Spell Check Help ?

Access Information

Report Name: Worker: Fox, Frank Access Report Type: Services Report

Date and Time Report was Received: 07/01/2019 10:00 AM PM R/T: ID: 9242546

Narrative Services Participants Prior Involvement Decision

Service Report Type: Child Welfare

Specific Services Requested

- ☐ Mental Health Services [Details](#)
- ☐ Other Services [Details](#)
- ☐ Parent/Child Conflict Resolution [Details](#)
- ☐ Placement/Respite Care Services [Details](#)
- ☐ Prevention Services [Details](#)
- ☒ Relinq Infnt/Reclaiming of Relinq Infnt [Details](#)
- ☐ Special Needs Inhome Services [Details](#)

Other Information

☐ Referral Packet Received? Date Packet Received: 00/00/0000

☐ Court Ordered Study Date Report Due in Court: 00/00/0000

Options: Go

Save Close

125%

5. On the Participants tab, click on the 'Add/Edit' button to add the participants for this Services Report.

Access Report - Internet Explorer

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Narrative Services Participants Prior Involvement Decision

Access Participants

Names	Gender	DOB	Age	Race	Relationship	Roles
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[Consolidated Court Automation Programs \(CCAP\)](#)

Add/Edit Address Copy

Reporter

Name: ☐ Mandated Reporter ☐ Notice to Reporter Generated

Home: Work Relation to Alleged Victim / Identified Child:

E-Mail: Affiliation: Report Method:

Address:

Options: **Save Close**

125%

6. This opens the Access Inquiry Search page. Enter 'Unknown' in the 'Last Name' field and 'Unknown' in the 'First Name' field. This will disable the 'Search' button and let you select the 'Create' button to create a new participant.

Access Inquiry Search -- Webpage Dialog

eWiSACWIS Print Spell Check Help ?

Search Criteria

Last Name: unknown First Name: unknown Person ID: ☐ This is an Unborn Child

SSN: DOB: 00/00/0000 Gender:

Street: City: ZIP Code:

☒ Incl. AKA Search Precision: Low Med High Sort By: Alpha

Persons Returned

Participants

Access Participant Name	Status
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- If the parent does not want the newborn returned to their custody, the parent's name should be entered as "Unknown Unknown" to protect the identity of the parent.
- If the parent requests the return of their newborn, the Person Management record for "Unknown Unknown" should be changed to reflect the parent's actual name. Additionally, a new CPS Report must be documented.
- Enter what is known about the demographics of the parent. Leave the fields that are unknown blank. Do not create false information! Contact the eWiSACWIS Help Desk for outstanding AFCARS ticklers at case closure.
- The newborn should also be added to the report as a participant. The newborn's name should be entered as it appears on the birth certificate. If the name on the birth certificate is unknown, enter a name for the child based on your county's protocol.

Access Participant -- Webpage Dialog

eWiSACWIS Print Spell Check Help ?

Participant Information

Prefix: Last Name: unknown First Name: unknown Middle Initial: Suffix:
 Gender: DOB: 00/00/0000 SSN:
 County Person ID:

Race/Ethnicity/Tribal Identification

Race: Race:
 Race: Race:
 Race: Ethnicity:
 Hispanic/Latino:

Address

C/O:
 Number: Address: Apt:
 WI City: City: State: ZIP:
 County of Residence: Country:

Phone

Type	Phone Number	Ext	Begin Date	End Date	Description
Insert					

E-Mail

Type	E-Mail Address	Begin Date	End Date	Primary
Continue Close				

7. Once all participants have been added, click on the 'Continue' button to return to the Access Report.

Access Inquiry Search -- Webpage Dialog

eWiSACWIS Print Spell Check Help ?

Search Criteria

Last Name: First Name: Person ID: ☐ This is an Unborn Child
 SSN: DOB: 00/00/0000 Gender:
 Street: City: ZIP Code:
☐ Incl. AKA Search Precision: Sort By: [Search](#) [Clear Fields](#)

Persons Returned

[Add Participant\(s\)](#) [Create](#)

Participants

Access Participant Name	Status	
unknown, unknown	Searched Not Found	Delete
unknown, unknown	Searched Not Found	Delete
unknown, unknown	Searched Not Found	Delete

[Continue](#) [Close](#)

8. Identify the Relationship of each participant in the Services Report. The identification of a Reference Person is required and the other relationships are in regards to the Reference Person.
- The mother should be identified as the 'Reference Person.' If the father is unknown, he should be added as a participant and identified as the 'Significant Other.' The newborn should be identified as the 'Biological Child.'

Access Report - Internet Explorer

eWiSACWIS TM Print Spell Check Help ?

Access Information

Report Name: unknown, unknown Worker: Fox, Frank Access Report Type: Services Report

Date and Time Report was Received: 07/01/2019 10:00 AM PM R/T: ID: 9242646

Participants

Names	Gender	DOB	Age	Race	Relationship	Roles
unknown, unknown	Male	08/09/1975	44	White	Significant Other	HM-PR Roles
unknown, unknown		00/00/0000	0		Biological Child	IC Roles
unknown, unknown	Female	04/11/1979	40		Reference Person	HM-PR-RN Roles

[Consolidated Court Automation Programs \(CCAP\)](#) [Add/Edit](#) [Address Copy](#)

Reporter

Name: ☐ Mandated Reporter ☐ Notice to Reporter Generated

Home: Work: Relation to Alleged Victim / Identified Child:

E-Mail: Affiliation: Report Method:

Address:

Options: [Go](#) [Save](#) [Close](#)

100%

9. Identify the Role of each participant in the Services Report. Click the 'Roles' hyperlink to open the Roles pop-up page.
- For Services Reports, you must identify an Identified Child and a Report Name.
 - The Report Name is usually the Reference Person.
 - Every participant must have at least one role selected.

Click on the 'Continue' button to return to the Access Report page.

Roles -- Webpage Dialog

eWiSACWIS Print Spell Check Help

Participant
Name: unknown, unknown

Roles

Select	Roles Description	Code
<input checked="" type="checkbox"/>	Household Member	HM
<input type="checkbox"/>	Identified Child / Unborn Child	IC (Services Report ONLY)
<input type="checkbox"/>	Non-Household Member	NM
<input checked="" type="checkbox"/>	Parent/Parental Role	PR
<input checked="" type="checkbox"/>	Report Name	RN
<input type="checkbox"/>	Reporter	RP

Continue **Close**

10. If applicable, complete the Reporter group box. The reporter's name, home and work phone numbers, primary e-mail address, and address will pre-fill from the reporter's Person Management page. This information will pre-fill based upon the participant identified with the role 'RP' (Reporter). The value selected in the 'Relation to Alleged Victim / Identified Child' drop-down in the Reporter group box will either check or uncheck the 'Mandated Reporter' checkbox.

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Access Participants

Names	Gender	DOB	Age	Race	Relationship	Roles
unknown, unknown	Male	08/09/1975	44	White	Significant Other	HM-PR Roles
unknown, unknown		00/00/0000	0		Biological Child	IC Roles
unknown, unknown	Female	04/11/1979	40		Reference Person	HM-PR-RN Roles

[Consolidated Court Automation Programs \(CCAP\)](#) **Add/Edit** **Address Copy**

Reporter

Name: ☐ Mandated Reporter ☐ Notice to Reporter Generated

Home: Work: ☐ Relation to Alleged Victim / Identified Child: Law Enforcement

E-Mail: Affiliation: Madison Metropolitan Police Dept Report Method: Phone

Address:

Options: **Save** **Close**

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11. On the Decision tab, complete the 'Status' group box prior to making a screening recommendation or decision. The 'Status' group box appears below the Supervisor Decision group box. The 'After Hours Report' checkbox pre-fills into the Services Report template.

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Narrative Services Participants Prior Involvement Decision

Worker Recommendation

Name: Fox, Frank ☐ Screen In ☐ Screen Out ☒ Pending Date/Time Decision Made:

Response Time: Reason:

Explain:

Supervisor Decision

Name: Fox, Frank ☒ Screen In ☐ Screen Out ☐ Pending Date/Time Decision Made: 08/16/2019 02:24 AM PM Response Time:

Reason: Hold in Custody [Create/Link Case](#)

Explain:

Enter narrative here...

[More...](#) [Less...](#) [Default](#)

Status

☐ After Hours Report ☐ Law Enforcement Notified ☐ Worker Safety Concerns?

Primary Language: English ☐ Interpreter Needed?

Options: [Go](#) [Save](#) [Close](#)

100%

12. Once all applicable and pertinent information has been documented and all necessary templates have been opened, the last step is to make a screening recommendation or decision.
- If you have worker screening security, complete the 'Worker Recommendation' group box and click the 'Save' button to send the report to your supervisor.
 - In order for the "Relinquishment Case" checkbox to be selected on the Parent Info tab of the child's Person Management page, the Screen In Reason must be "Hold in Custody."
 - If you have supervisor screening security, complete the 'Supervisor Decision' group box and select the 'Create/Link Case' hyperlink to link this Access Report to a new or existing case.

Access Report - Internet Explorer

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Narrative Services Participants Prior Involvement Decision

Worker Recommendation

Name: Fox, Frank ☐ Screen In ☐ Screen Out ☒ Pending Date/Time Decision Made:

Response Time: Reason:

Explain:

Supervisor Decision

Name: Fox, Frank ☒ Screen In ☐ Screen Out ☐ Pending

Date/Time Decision Made: 08/16/2019 02:24 AM PM Response Time:

Reason: Hold in Custody [Create/Link Case](#)

Explain:

Enter narrative here...

[More...](#) [Less...](#) [Default](#)

Status

☐ After Hours Report ☐ Law Enforcement Notified ☐ Worker Safety Concerns?

Primary Language: English ☐ Interpreter Needed?

Options: [Go](#) [Save](#) [Close](#)

13. When the supervisor selects the 'Create/Link Case' hyperlink, the system will search all cases that the participants have been involved in and present those as an option to link the new report to. Select the 'Create' button to create a new case.



14. Once the report is linked or a new case is created, the Maintain Case page opens, and any updates or required fields should be completed at this time.
15. Once the case information is updated as needed, click Save. A message will appear, asking the supervisor if he or she would like to create an assignment for this case.
- Select 'Yes' to create an assignment to a worker (or multiple workers).
 - Select 'No' to leave the case only assigned to the supervisor.
 - Please see the Assignment User Guide for more information.